

Time, Leave and Attendance Program

Program focuses on boosting efficiencies of state's timekeeping system

The Time, Leave, and Attendance (TLA) Program is working to acquire and implement a statewide timekeeping system. The TLA Program is a partnership between Enterprise Services, the Office of Financial Management (OFM), the departments of Ecology and Transportation, and other state agencies.

Employees across state agencies currently record time differently, often relying on paper-based processes that require multiple steps. The ideal TLA solution should automate the common business rules of all agencies, while balancing the unique business needs of each agency.

The need for an enterprise timekeeping system is driven by:

- A duplication of effort which exists in the maintenance of multiple (more than 100) timekeeping systems.
- Current timekeeping and payroll processes which are labor intensive, manual and risk inaccurate payments and miscoded charges.
- Current timekeeping systems which contribute to the risk of inaccuracies in reports for time worked, making it difficult to comply with the Federal Fair Labor Standards Act. This act mandates that all overtime eligible employees submit a record of time worked.
- Current timekeeping systems which make it difficult to implement, track and enforce numerous collective bargaining agreements.
- Agencies that lack access to complete and accurate timekeeping data, which impacts daily operational activities, and impairs the state's ability to effectively bargain labor issues and manage state resources.

Current Activities

The program is currently focused on the Request for Proposal issued on February 26, 2013. Vendor proposals were due April 16, 2013. Product demonstrations are scheduled for June 20-28, 2013.

The program will work with the chosen vendor to implement the system within the departments of Transportation and Ecology. This implementation is scheduled to begin in the summer of 2013 and conclude on June 30, 2015 – at which time the program will have established streamlined procedures for adoption by additional state agencies.

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